



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Promotional Process Policy
Creation Date: October 18, 2011
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Prepared By: Human Resources Department
Approved By: City Manager
Legal Review: Elizabeth Ruhmann

DESCRIPTION: PROMOTIONAL PROCESS

I. POLICY:

The City of El Paso has guidelines for the promotion and internal recruitment of its employees. Many City positions are open to City employees before they are advertised, if at all, to the public. The purpose of this policy is to outline the requirements for the City's promotional and internal recruitment process.

II. DEFINITIONS:

Regular Employee: A classified employee who has completed an original probationary period.

III. PROCEDURES:

A. Promotion within City or Department: Examinations for promotional positions will be open to all regular employees.

1. **City-Wide Recruitments:** Upon request of a Department Head, City-wide examinations may be limited to current regular city employees, so long as it is anticipated that there is a minimum of three (3) qualified candidates.
2. **Department-Only Recruitments:** Upon request of a Department Head, promotional examinations for promotional positions may be limited to employees presently working within the requesting department, so long as it is anticipated that there is a minimum of three (3) qualified applicants.

B. Eligibility and Qualifications:

1. **A regular employee:** A regular employee is eligible to take a promotional examination:
 - a) after successfully serving in a regular position for six (6) months; and
 - b) upon fully meeting the qualifications of the position as specified in the job description.
2. **Leave of absence:** If otherwise qualified, a regular employee on leave of absence, or on a reinstatement list as a result of involuntary separation, through no fault or delinquency on his part, is eligible to take a promotional examination.
3. **Effect of Demotion:** An employee who is demoted for disciplinary reasons is ineligible to take a promotional examination within two years of the effective date of the demotion.
4. **Voluntary Removal during Probationary Period:**
 - a) **First 30 Days:** A regular employee who voluntarily seeks removal from a promotional position during the first thirty (30) working days of the probationary period is eligible to take a Civil Service examination for which he is qualified.
 - b) **After 30 Days:** A regular employee who voluntarily seeks removal from a promotional position after thirty (30) working days is not eligible to take any Civil Service examination for a period of twelve (12) months from the date of removal.
 - c) **Placement:** The employee will be placed in his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded vacant position for which he is qualified. The refusal of an employee to accept an offer of placement to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

5. **Involuntary Removal during Probationary Period:**

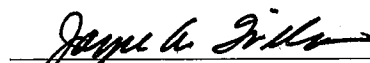
- a) A regular employee who is involuntarily removed is ineligible to take any Civil Service examination for a period of twelve (12) months from the date of removal.
- b) **Placement:** The employee will be placed in his former position if it is vacant. If the former position is not vacant, the Human Resources Director will attempt to place the employee at an equal or lower graded position for which he is qualified. The refusal of an employee to accept an offer to fill a vacancy will result in the employee being laid off and placed on a reinstatement list.

6. **Limited Placement Following Removal:**

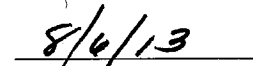
- a) An employee who is unsuccessful in completing a promotional probation for any reason will be placed in a vacant position at or below the classification for which he is qualified.
- b) If the employee is unsuccessful in this first placement, he will be placed in another vacant position at or below the classification for which he is qualified.
- c) If unsuccessful in this second placement, the employee will be laid off and placed on a reinstatement list.

- C. **Internal Recruitment:** When appropriate, the City may open an internal recruitment for a particular position. This applies to, for example, employees who are temporary, provisional, unclassified, and grant-funded, as well as to interns and vocational office education students.

APPROVED BY:



Joyce Wilson, City Manager



Date